

# NATIONAL GUARD ASSISTANT PROGRAM (NGAP)

## POSITION DESCRIPTION

<b>1. Position Title:</b>  <b>Air National Guard Assistant to the Commander, Air Education and Training Command (AETC/CC)</b>	<b>2. Auth Grade:</b> 08	<b>3. Effective Date:</b> 1 Nov 01
<b>4. Headquarters:</b> AETC <b>5. Reporting Senior:</b> <b>6. Duty Location:</b>  Randolph Air Force Base, Texas  Mail:	<b>7. Telephone</b>  Commercial: DSN : Secure no./type system: IVSN: Data Fax: Secure Fax:	
<b>8. Position Description:</b>  <u><b>Duties:</b></u>  Serves as advisor to the Commander, Air Education and Training Command on the Air National Guard program  Maintains frequent and regular liaison with the Commander, Vice Commander and staff at AETC headquarters  Maintains appropriate liaison with the Technical Training Centers on matters relating to the Air National Guard  Monitors operational readiness of ANG units. Informs the Commander and staff on actions to be taken to improve operational readiness  Monitors conversations in the ANG and makes recommendations in order to support these conversations  Works as a catalyst between Air Education and Training Command and the National Guard Bureau and the ANG units in the field. Will exchange information and views aimed toward absorbing the ANG units fully into the total force  <b>9. Special Qualifications/Requirements/Restrictions</b>  A broad knowledge of Air National Guard programs  A broad general military background with previous experience in a variety of military operations  Extensive executive experience in government or the civilian sector  Experience in public relations, aerospace industry and/or educational activities desirable  Stature in community should be such as to enhance capability to represent the Air Force at the highest civilian levels  Must have a minimum of 17 years satisfactory service  Must be able to complete a minimum of 3 years in the assignment before mandatory separation date (MSD)  Security Clearance: Secret  Completion of senior service school required  This position is M-Day/drill status only		